

Reference Guide for Completing the RA/TWA Acceptance Data Sheet

This Reference Guide is intended for your use in completing the RA/TWA Acceptance Data Sheet. This sheet is intended for reimbursable projects that are funded by reimbursable agreements. Please note that when a temporary work authority is your supporting documentation, you should only complete the starred (*) fields. Also, a waiver is required from the Budget Office to start work under a TWA with a non-Federal customer.

Allotments will be established at the Line Office and project level. If the reimbursable agreement is shared by multiple Line Offices, we recommend that each Line Office prepare a separate RA/TWA Acceptance Data Sheet for their portion of the reimbursable agreement. This signed form must be sent to the Budget Office in order to have the allotment established for the project. In addition, a copy of the signed form along with the TWA documentation or reimbursable agreement must also be forwarded to the Finance Office. The Finance Office cannot bill the customer without a reimbursable agreement.

For reimbursable projects that operate like direct sales projects (products or services provided for a fixed fee), please use the Reimbursable Project Allotment Request Form. The RA/TWA Acceptance Data Sheet is not required for projects where many orders are accepted from many customers and billing is based on a fixed fee.

<u>Field</u>	<u>Information to be Entered</u>
*Reimbursable Agreement or TWA Number	For a reimbursable agreement/modification, circle Reimbursable Agreement and enter the number from the reimbursable agreement document. For a TWA, circle TWA and enter the number used by your organization to identify the customer's letter of intent to fund the project or other documentation received from the customer.
RA Modification Number	Enter the modification number from the customer's reimbursable agreement. This may also be referred to as an amendment number.
*Agreement or TWA Amount	For a reimbursable agreement, circle Agreement and enter the cumulative amount of the agreement as indicated on the reimbursable agreement document. Depending on how the agreement is written, this amount may be for the entire agreement period or may increase with each modification or

<u>Field</u>	<u>Information to be Entered</u>
*Agreement or TWA Amount (continued)	<p>funding document received. If the reimbursable agreement is shared by multiple Line Offices, the total amount of the reimbursable agreement is entered in this field. The total agreement amount should be greater than the amount entered for your LO's project-task or portion of the project-task entered on page 2.</p> <p>For a TWA, circle TWA and enter the amount from the customer's letter of intent or other documentation. If the TWA is shared by multiple Line Offices, the total amount from the customer's letter of intent is entered in this field. The total TWA amount should be greater than the amount entered for your LO's project-task or portion of the project-task entered on page 2.</p>
Mod Amount	For a modification to a reimbursable agreement, enter the incremental amount of the modification that is currently being accepted. If the modification is shared by multiple Line Offices, the total amount of the modification is entered in this field.
Legal Authority 42 USC 4222 Y or N	Circle Y if the reimbursable agreement/modification is established under this authority. This should be noted in the reimbursable agreement. Otherwise, circle N.
Economy Act Y or N	Circle Y if the reimbursable agreement/modification is established under the Economy Act. This should be noted in the reimbursable agreement. Otherwise, circle N.
Order Date	Enter the date on the reimbursable agreement/modification document. The original order and each modification will have a different date.
Accepted Date	Enter the date on which NOAA signs the reimbursable agreement. If this is a modification, use the date on which the modification is signed.
Termination	This is the ending date of the reimbursable agreement. For single year agreements, use the same date as the ending date for the period of performance. For multi-year agreements, some will note the entire period at the start of the agreement while others will have the termination date extended with each modification.

<u>Field</u>	<u>Information to be Entered</u>
*Period of Performance	Enter the period of time that is covered by the TWA or reimbursable agreement funding increment being accepted. For those reimbursable agreements that do not state an end date or clearly state an indefinite period of performance, the availability of the funding provided on the document will determine the end of the period of performance.
Renewal Restrictions (if any)	Note here any circumstances that would prevent the renewal of this agreement. This field will usually be left blank.
CUSTOMER INFORMATION:	
*Customer Name	Enter the name of the organization (sponsor) who has issued the Letter of Intent or the reimbursable agreement.
Billing Contact Name	Enter the name of the person on the customer's end who should be contacted if the Finance Office has any billing questions.
Billing Contact Phone Number	Provide a phone number for the person referenced above.
*Program Contact Name	Enter the name of the customer's official responsible for the Letter of Intent or the reimbursable agreement.
*Program Contact Phone Number	Provide the phone number person referenced above.
Acceptance Address	Enter the customer's address to which the accepted reimbursable agreement should be mailed.
Billing Address	Enter the customer's address where bills should be sent.
Financial Reporting Address	If the reimbursable agreement requests financial reports, provide the customer's address where these reports should be mailed.
BILLING DETAILS:	
Full Advance	Check this box if the customer will make full payment prior to the initiation of the work. NOAA requires an advance for all commercial customers unless the Line Office has requested and received a waiver from the NOAA Budget Office.

<u>Field</u>	<u>Information to be Entered</u>
Incremental Advance	Check this box if the customer will make partial advance payments prior to the initiation of portions of the work.
Bill for accrued costs	Check this box if NOAA should bill the customer on a quarterly (preferred) or monthly basis during the period of performance. Indicate either quarterly or monthly in the special requirements section on page 2.
Special Billing	Check this box if the customer should be billed in a different manner, such as following completion of the work. Note the details for the billing in the special requirements section on page 2.
How will funds be transferred?	Explain if the customer will pay by check, IPAC, wire transfer, etc. If the Federal customer is to be billed by IPAC, the Agency Location Code field must be completed.
Taxpayer Identification No.	This is the ID number issued to commercial customers by the Treasury Department for tax purposes. This number is only required for Domestic Commercial customers.
IPAC REQUIRED INFORMATION (Federal Customers only):	
Agency Location Code (ALC)	Provide the Federal customer's agency location code. This should be received directly from the customer and included in the reimbursable agreement document. Do not refer to any external tables to obtain this information.
Treasury Account Symbol	Enter the customer's Treasury defined account number, if available. This information should also be received directly from the customer. This information only relates to Federal customers and is not required.
Accounting Data and Appropriation Symbol	Enter any data that the customer must have printed on the bill in order to process the payment. This information should be included in the reimbursable agreement document.
BUDGET INFORMATION:	
*FMC (Organization Code)	Enter the FMC Code which is now the first two positions (a total of four digits) of the CAMS organization code.

<u>Field</u>	<u>Information to be Entered</u>
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*Project-Task	Enter the seven digit CAMS project code and three digit task code which now replaces the FIMA task and phase code. Budget will establish the allotment for this project.
*Current Year Amount	<p>This is the amount that Budget will allot to the project.</p> <p>For a TWA, provide the amount for your Line Office that the customer intends to transfer to NOAA for this fiscal year. It should be plainly stated in the Letter of Intent.</p>
*Current Year Amount (Continued)	For a new reimbursable agreement, enter the net amount of the funds available (total available minus reserves for the future) for your Line Office. For a modification, enter the amount of the funds being authorized with this transaction minus any amount reserved for future years.
Amount Reserved for Future Years	Enter that part of the total available funding for your Line Office that is to be reserved under the agreement for use in future fiscal years. One year funds can not be reserved for future years since they expire for obligation on September 30 of the current fiscal year.
LINE OFFICE CONTACTS:	
Billing Contact Name	NOAA person to be contacted for reimbursable billing problems or questions.
Phone Number	The telephone number for NOAA billing contact person.
Program Contact Name	Name of the NOAA task manager.
Phone Number	The telephone number for the NOAA task manager.
Organization Code	Enter the CAMS organization code for the NOAA task manager.
SPECIAL REQUIREMENTS OR OTHER REMARKS:	
Special Requirements	List here any special circumstances about the TWA or reimbursable agreement. This includes, but is not limited to, such things as unique billing instructions, cost waiver information, etc.

Only ONE of the following Certification Sections should be completed and signed on each RA/TWA Data Sheet:

***TWA CERTIFICATION SECTION:**

This section should **only** be completed if the allotment is being established on the basis of a Letter of Intent, which is now referred to as a Temporary Work Authority.

<u>Field</u>	<u>Information to be Entered</u>
*Related Direct project	A direct funded project that closely relates to the reimbursable work being performed must be cited. In the event that a reimbursable agreement is not formalized, this project will be responsible for covering the cost of the work performed.
*NOAA TWA Accepting Official	Signature of the NOAA official accepting the Letter of Intent from the customer along with their typed or printed name, title, and date of signature.

REIMBURSABLE AGREEMENT CERTIFICATION SECTION:

This section should **only** be completed if the allotment is based on a formal reimbursable agreement.

<u>Field</u>	<u>Information to be Entered</u>
Related Direct Project	A direct funded project that closely relates to the reimbursable work being performed must be cited. In the event that the work being performed exceeds the amount of the reimbursable agreement, this project will be responsible for the covering the cost overrun if the customer will not increase the amount of the reimbursable agreement.
NOAA Reimbursable Agreement Accepting Official	Signature of the NOAA official accepting the reimbursable agreement for NOAA along with their typed or printed name, title, and date of signature.

CFO CERTIFICATION SECTION:

This section should **only** be completed if the allotment is being established to continue critical services or emergency response activities where a Letter of Intent is not available from the customer.

<u>Field</u>	<u>Information to be Entered</u>
Description of the critical services	The critical services or emergency response activity should be briefly described here.
Related Direct Project to be Charged:	A direct funded project that closely relates to the reimbursable work being performed must be cited. In the event that a reimbursable agreement is never formalized, this project will be responsible for covering the cost of the work performed.
CFO Signature	Signature of the Line Office CFO along with typed or printed name and date of signature.